



Quarantine and Isolation Medical Shelter
Standard Operation Procedure

SOP No: MS-104
Date: 05/21/2020

Standard Operating Procedure Supply and Equipment Resource Requests and Fulfillment

Subject: Supply Resource Requests For Medical Sheltering Sites

1. Introduction

The purpose of this Standard Operating Procedure (SOP) is to provide guidance to Medical Shelter Site Management on the process of requesting needed supplies and equipment for a medical shelter site.

The "Supply, Equipment, and Services Request" tab on the SharePoint Tracking Sheets document is the primary document used for requesting supplies and equipment for medical shelter sites. Each site has a dedicated file on SharePoint that can be accessed simultaneously by Site Management staff and vendors (i.e., Brilliant Corners), who are responsible for procuring supplies and equipment.

2. Procedures

- Inventory Management
 - Site Managers are responsible for managing and tracking supply and equipment inventory, performing inventory checks at a frequency determined appropriate for each site.
 - Inventory tracking sheets on SharePoint will be kept up-to-date with the latest inventory data.
 - Re-order thresholds should be identified for supplies and equipment to allow for order fulfillment before a site runs out of an item

- Note: Regularly ordered and utilized items (e.g., water bottles, snacks, etc.) can be placed on a recurring order with Brilliant Corners, allowing them to be procured regularly at an identified frequency (e.g., twice per week).

2.1. Service Request Form

- Site Management staff are responsible for submitting requests for supplies and equipment with input from all staff members (i.e., medical team, client support team, etc.) at the site
 - Site management staff will input new requests in the “Supply, Equipment, and Services Request” tab on the Tracking Sheets document on SharePoint
 - ◊ Non-urgent orders can be entered any time of the day
 - ◊ Urgent requests should be entered by 9:00 AM, Monday -Friday
- Identified approver for each site will review and approve any new requests prior to 9:30 AM and again from 2:00-3:00 PM, Monday - Friday.
- Brilliant Corners staff review new requests and indicate which items can be fulfilled by Brilliant Corners (9:30-10:00 AM and again 3:00-4:00 PM, Monday - Friday).
 - If requests are marked as “EOC”, alert appropriate team member.
 - ◊ Fulfillment source will be identified and item will be procured/delivered.
 - ◊ Items that cannot be sourced internally will be submitted in OARRS for fulfillment by the Emergency Operations Center
- Brilliant Corners fulfills approved requests and updates columns N-T on the SharePoint form appropriately.
- Upon item delivery, Site Management staff update columns U-V and updates site inventory sheet.
 - Site Management staff will coordinate with Brilliant Corners or County contacts for any missing orders or other identified issues.

3. References

- Supplies, Services, Equipment Form
https://lacounty.sharepoint.com/:x/s/CEOC/EYrGMPN6lZ9Oi6Coy0ueuC4BCCNuX_yrltsT2ePoROYq5w?e=KK6pka
- Medical Shelter Site Binders
https://lacounty.sharepoint.com/:f/s/CEOC/ErFjpR4NI0hPtLR_0H5tbnABhCZR9KhakP4bgjCqMWJDKw?e=shjr23

4. Points of Contact

The Sherman Hotel

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